

Practical Record Keeping and Bookkeeping



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著者:

出版者:

出版时间:

装帧:

isbn:9780538021104

Preface
The Fourth Edition of PRACTICAL RECORD KEEPING AND BOOKKEEPING continues the essential features of the previous editions and introduces several new features. PRACTICAL RECORD KEEPING AND BOOKKEEPING continues to be a one-year introductory book keeping text drawn from the on-the-job activities of the typical bookkeeper. The text allows the student to progress from concrete record keeping activities in the first semester to the more advanced double-entry concepts in the second semester. The text has also been used as a second-year course for those students who have successfully completed one year of record keeping. New to this edition is an increase in the space devoted to the use of computers in the record keeping and bookkeeping processes. Also new to this edition is the inclusion of master

problems (found in the Working Papers) and on-the-job activities as a concluding feature of most units. Each mastery problem serves as a comprehensive reinforcement of the concepts presented in the unit. The on-the-job activities are designed to develop in students proper job attitudes and values to support the skills and knowledge needed for success on the job. The text was planned as an effective instrument for both teachers and students. The year's work is divided into units. Units are subdivided into jobs. Each job is built around the framework of a directed lesson plan. The aim of the job is to: 1. The aim of the job 2. An explanation of the job including motivation and recall of related learning 3. A sample problem with a step-by-step model solution 4. A related vocabulary drill 5. A related math drill 6. A series of practice problems

作者介绍:

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